

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
PART-TIME G.I.S. TECHNICIAN

1. JOB TITLE: PART-TIME G.I.S. TECHNICIAN

- 2. DEFINITION:** This is a part-time position under the administrative direction of the Department's Engineer. All employees are responsible to the City Manager. The employee must be capable of exercising independent judgment and possess the educational background and/or relevant experience to be able to perform the work required for the computer generation of maps, illustrations, and various types of cartographic compilations. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, return to duty, follow-up, and post-accident drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of personal computers, electrostatic plotters, laser printers, flatbed scanners, tape backup, digitizers, photocopiers, blue print machine, calculators and telephones and other miscellaneous office equipment and accessories customarily used in an office environment.
- b. The primary location for this job is the Murfreesboro Water & Sewer Department Engineering Section. Periodic field work will be required, and the employee may be exposed to dust, inclement weather, biological, physical and traffic hazards associated with water and sewer line mapping and constructions.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Operates computer workstation/computer mapping system to accurately prepare or produce maps, illustrations and other information.
- b. Operates Global Positioning System equipment for such purposes as location of utilities and spot elevations, traveling to and traversing areas which are both improved and unimproved.
- c. Researches property ownership, tags parcels, and updates records.
- d. Updates digital maps.
- e. Enters data into computer accurately.
- f. Works with City officials and/or staff on special projects.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 18 years of age.
- b. Must possess a high school diploma or GED with relevant experience in computer-aided drafting.
- c. Must have legal authorization to work in the United States of America.
- d. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- e. Must possess a valid driver's license.
- f. Ability to operate a vehicle and transverse rough terrain.
- g. Must be able to carry and operate global positioning equipment.
- h. Must have knowledge of and/or the ability to learn about the proper use of a personal computer and other equipment listed above.
- i. Must be able to research information and prepare maps as directed.
- j. Must be able to access archive files to retrieve information.
- k. Must be able to effectively communicate and work with other employees, department heads, and employees of other governmental agencies.
- l. Must be able to perform job responsibilities in a timely manner.
- m. Must be able to report for work on time and to work flexible hours as needed.

Non Exempt
Non-Safety Sensitive
April 2, 1997